

State Historic Preservation Office  
Office of Archives and History  
North Carolina Department of Cultural Resources

**INSTRUCTIONS FOR COMPLETING THE  
2010 HISTORIC PRESERVATION FUND GRANT APPLICATION**

**Deadline for Submission: February 12, 2010**

**Note special deadlines for applications proposed by nonprofit organizations and educational institutions and submitted through a Certified Local Government (CLG).**

**INTRODUCTION AND OVERVIEW**

The Historic Preservation Fund (HPF) is a federal matching grant program that supports state and local preservation programs and projects. HPF funds are made available to the State Historic Preservation Office (HPO) through the National Park Service, United States Department of the Interior. The HPO passes a portion of the funds to local applicants to assist local preservation projects. Eligible applicants are Certified Local Governments (CLGs), non-certified local governments, nonprofit organizations, and educational institutions. The local matching requirement is a minimum of forty per cent of eligible project costs, and the HPF share can be up to sixty per cent. Eligible projects include architectural and archaeological surveys, National Register nominations, survey publication manuscripts, local preservation design guidelines and preservation plans, educational activities, and pre-development planning and restoration of National Register properties. All projects must address one or more goals in North Carolina's historic preservation plan. A copy of the goals is attached. Priority will be given to projects involving completion of the statewide architectural and archaeological surveys. Applications must be received by the HPO **by February 12, 2010**. Awards will be announced in early April 2010. All funded projects must be completed by August 2011.

Total funding for CLG pass-through grants for local projects in 2010 is estimated to be approximately \$91,000, depending on Congressional action. This amount is ten per cent of the estimated 2010 HPF allocation to North Carolina and is reserved for projects in municipalities and counties that participate in the Certified Local Government (CLG) program, in accordance with federal requirements. A list of CLGs is attached. *Funds for non-CLG projects have not been available in recent years, but non-CLG funding prospects may be brighter in 2010, depending on Congressional action.* Applicants are invited to submit non-CLG applications with the understanding that funds may not be available.

**Potential applicants should contact the HPO staff before December 31, 2009, to discuss their potential project and develop a realistic scope of work. A site visit may be necessary for proposed survey projects and National Register nominations. HPO staff contact information is attached.**

North Carolina's historic preservation program receives federal financial assistance for identification and preservation of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, creed, national origin, sex, religion, age, or handicap in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility, as described above, or if you desire further information, please write to: Office for Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240.

## **SPECIAL DEADLINES FOR PROJECTS PROPOSED BY NONPROFITS AND EDUCATIONAL INSTITUTIONS IN CLG AREAS**

CLGs apply directly to the HPO. Nonprofits and educational institutions may initiate an application for a project in a CLG's jurisdiction, but must submit the application to the local preservation commission which will, in turn, submit the application to the HPO. **The initiating entity should contact the local CLG staff in December 2009, to discuss the project and should submit the proposed application to the commission by January 8, 2010**, to allow time for the commission and governing board to evaluate the application and submit it with comments to the HPO by the February 12, 2010, deadline. If a grant is awarded for the project, the CLG will be the grant recipient and will administer the grant project, even if the nonprofit or educational institution is providing the local matching funds. Contact information for local CLG staff is included in the attachments and on the HPO web site at <http://www.hpo.ncdcr.gov/>

## **STANDARDS AND GUIDELINES**

- **Grant recipients must sign a grant contract and follow state and federal procurement requirements before selecting a consultant to carry out project activities.** Professional qualifications of the staff, consultants, or principal investigators undertaking grant projects must meet the applicable minimal federal professional qualifications in 36 CFR 61.
- All projects must address one or more of the goals in North Carolina's historic preservation plan. Reference to specific goals and objectives and a statement of how the project will accomplish them must be included in the Abstract of the Proposed Project. The goals are attached.
- All federal grant applications must include an Equal Opportunity Statement form, which must be completed and returned with the application. Applications without this form will not be considered for funding.
- Activities funded under this program will be performed in compliance with the applicable Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* and shall be conducted under the supervision of the State Historic Preservation Office.
- Federal and state standards, accounting procedures, and reporting requirements apply to the grant funds and matching share. The grants are subject to the requirements of North Carolina General Statute 143C-6-21 through 143C-6-23.
- Grant funds may pay up to sixty per cent of total project costs. The nonfederal local matching share must pay at least forty per cent of total project costs.
- Disbursement of grant funds is on a cost reimbursement basis.

## SELECTION CRITERIA

All proposals will be reviewed and evaluated on the basis of the following:

- contribution to statewide architectural or archaeological inventory of historic resources
- comprehensive planning considerations
- soundness of project application, including budget, clarity, feasibility, local commitment, and ability of the applicant to carry out the project successfully
- number and quality of resources in project area

## ELIGIBLE APPLICANTS AND ACTIVITIES

### Eligible Applicants:

Eligible applicants for Certified Local Government (CLG) grants are CLG governing boards and CLG historic preservation commissions. A list of CLGs is attached. Eligible applicants for non-CLG grants are local governing boards, historic preservation commissions, nonprofits, and educational institutions. Nonprofits and educational institutions may propose an application for a CLG grant, but must submit the application through the CLG commission, and the CLG would be the applicant. Nonprofits and educational institutions may apply directly to the HPO for non-CLG grants or propose an application and submit it through a local governing board or historic preservation commission which would then be the applicant.

### Eligible Activities:

**Survey and Planning.** Priority consideration for funding will be given to projects for comprehensive architectural or archaeological surveys and nominations of eligible properties or districts to the National Register of Historic Places. Preservation planning activities, development of educational materials and activities, and preparation of publishable manuscripts from approved architectural surveys are also eligible for consideration. The publication of survey books, museum exhibits, and research usually are not funded.

**Predevelopment** projects for properties listed in the National Register may include archaeological investigations, architectural plans and specifications, engineering services, or feasibility studies for restoration.

**Development** projects for properties listed in the National Register may include archaeological excavations or restoration/rehabilitation of historic resources. Structures or sites must be listed in the National Register of Historic Places, either individually or as a contributing property within a National Register historic district. Preservation Agreements are required for all grant-assisted development projects. Deed Covenants are required on an escalating scale for development grants in excess of \$10,000 and are recorded with the deed to the property.

## APPLICATION PROCESS

**Projects in CLG Areas:** CLGs apply directly to the HPO. A nonprofit or educational institution may propose an application for a project in a CLG's jurisdiction, but must work through the local preservation commission which will, in turn, submit the application to the HPO. **The proposing nonprofit or educational institution must contact the local CLG staff in December 2009, to discuss the project and should submit the proposed application to the local commission by January 8, 2010,** to allow time for the commission to evaluate the application and submit it with comments to the HPO by the February 12, 2010, deadline. Local CLG staff contact information is

included in the attachments and on the HPO web site at <http://www.hpo.ncdcr.gov/>. If a grant is awarded for the project, the CLG will be the grant recipient and will administer the grant project.

**Projects in Non-CLG Areas:** Local governments and historic preservation commissions apply directly to the HPO. Nonprofits and educational institutions may apply directly to the HPO or through the local governing board or historic preservation commission. In the latter case, if a grant is awarded, the local governing board or the historic preservation commission will be the grant recipient and will administer the project.

**Mail the paper original and two paper copies of the application to:** Grants Coordinator, State Historic Preservation Office, 4617 Mail Service Center, Raleigh, NC 27699-4617. **The HPO must receive the paper application by February 12, 2010. Applications sent by fax or e-mail will not be accepted.**

**Grant awards will be announced in early April, 2010.** The grant recipient and the Office of Archives and History will sign a grant contract. Then the grant recipient will procure a consultant or principle investigator and execute a project contract. The HPO will prepare all contract documents and will ensure that all services and products meet federal and state standards, while the grant recipient will coordinate and administer the grant project and will be responsible for accounting and reporting requirements. All projects should be under a project contract by August, 2010, and, in any event, no later than September 30, 2010.

**Projects must be completed by August 20, 2011.**

### **SAMPLE PROJECTS**

Examples of recent HPF matching grants include:

- A \$14,900 CLG grant to support a county architectural survey update
- A \$ 12,000 CLG grant to prepare a National Register nomination for a residential historic district in a Central North Carolina city
- A \$11,000 CLG grant to support GIS-based index and architectural survey of an Eastern North Carolina city
- A \$10,800 CLG grant to update design guidelines for a historic preservation commission
- A \$9,000 CLG grant for phase I archaeological resources survey of a proposed county park
- A \$4,500 CLG grant to restore broken gravestones in a National Register-listed city cemetery
- A \$3,800 CLG grant to prepare a National Register nomination for a small-town historic district in Western North Carolina
- A \$3,500 CLG grant to prepare a predevelopment study of a historic African American school complex

## **HPO STAFF CONTACTS FOR ADDITIONAL INFORMATION**

### Architectural Surveys, Survey Updates, Survey Manuscripts

(Piedmont) Claudia Brown (919)807-6573; fax (919)807-6599; [claudia.brown@ncdcr.gov](mailto:claudia.brown@ncdcr.gov)  
(East) Scott Power (252)744-6734; fax (252)744-6739; [sctott.power@ncdcr.gov](mailto:sctott.power@ncdcr.gov)  
(West) Becca Johnson (828)274-6789 x26; fax (828)274-6995; [rebecca.a.johnson@ncdcr.gov](mailto:rebecca.a.johnson@ncdcr.gov)

### Nominations to the National Register

(Piedmont) Ann Swallow (919)807-6587; fax (919) 807-6599; [ann.swallow@ncdcr.gov](mailto:ann.swallow@ncdcr.gov)  
(East) Scott Power (252) 744-6734; fax (252)744-6739; [scott.power@ncdcr.gov](mailto:scott.power@ncdcr.gov)  
(West) Becca Johnson (828)274-6789 x26; fax (828)274-6995; [rebecca.a.johnson@ncdcr.gov](mailto:rebecca.a.johnson@ncdcr.gov)

### CLGs, Design Guidelines, Local Preservation Planning

Michele McCabe, (919)807-6582; fax (919)807-6599; [michele.patterson.mccabe@ncdcr.gov](mailto:michele.patterson.mccabe@ncdcr.gov)

### Archaeology

Dolores Hall (919)807-6553; fax (919) 715-2671; [dolores.hall@ncdcr.gov](mailto:dolores.hall@ncdcr.gov)

### Predevelopment and Development

Mitch Wilds (919)807-6588; fax (919)807-6599; [mitch.wilds@ncdcr.gov](mailto:mitch.wilds@ncdcr.gov)  
(East) Scott Power (252) 744-6734; fax (252)744-6739; [scott.power@ncdcr.gov](mailto:scott.power@ncdcr.gov)  
(West) Jennifer Cathey (828)274-6789 x27; fax (828)274-6995; [jennifer.cathey@ncdcr.gov](mailto:jennifer.cathey@ncdcr.gov)

### General Questions About HPF Grant Applications

Michele McCabe, (919)807-6582; fax (919)807-6599; [michele.patterson.mccabe@ncdcr.gov](mailto:michele.patterson.mccabe@ncdcr.gov)